

OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

BUDGET DEVELOPMENT SYSTEM (BDS) ***SUPPLEMENTAL BUDGET TUTORIAL***

August 2001

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In this Tutorial

As part of the budget process, agencies are given an opportunity to request updates to their current biennium appropriations. This process is called Supplemental Budget. The supplemental budget is a chance to make technical corrections (such as mandatory workload changes) or request critical and emergent funds.

This tutorial will walk users through the steps of creating a version, supplemental decision packages, recording performance measures, printing reports required for the supplemental budget request, and finally the electronic release to OFM. Help on BDS functionality screen by screen can be found in the BASS Help files at <http://bass.ofm.wa.gov/basspr/Bds/Help/Default.asp>.

Budget requests go through a series of on-line edits before they can be released to OFM. Appendix I discusses many of the common errors or warnings found in a budget request and discusses possible remedies.

BDS takes on a very different look when the budget is for a 2nd year supplemental. The differences of BDS, depending on Budget Type, are discussed throughout the tutorial with a quick reference in appendix II.

Lesson 1

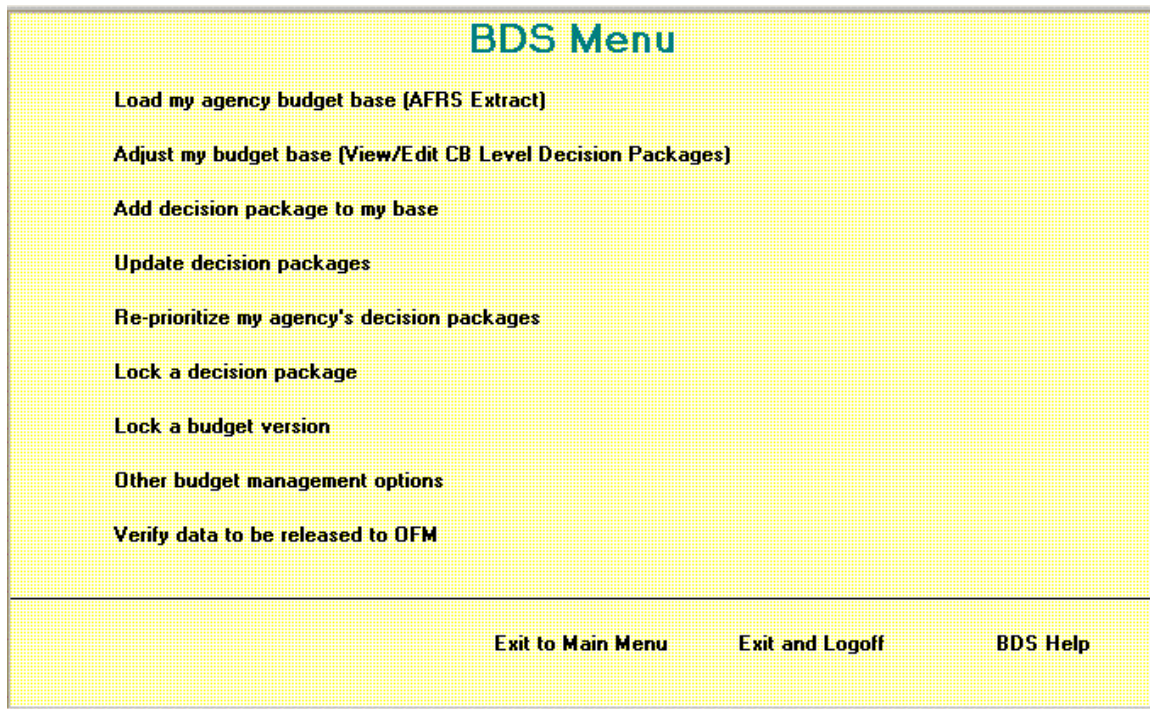
Supplemental Request

Lesson 1 - Step 1

Adding a Supplemental Version

Agencies need to create a new version for their supplemental budget request. This version can be any code, any title. This version will be used as your supplemental budget request and will be submitted to OFM once you are finished.

- A. Logon to the BASS system and select **Budget Development System** from the **BASS Main Menu**.



- B. Select **Other budget management options/ Version Management / Add/Update Version** from the **BDS Menu** to view the following screen.

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version | Set Default DP Filters

Budget Period: 2001-03

	Version	Title	Budget Type	Locked	
25	SK	Steves AUTO Testing	Regular	<input type="checkbox"/>	
26	SU	Supplemental Budget Agency Level	First Year Supplemental	<input type="checkbox"/>	
27	SW	AUTO Testing	Regular	<input checked="" type="checkbox"/>	
28	TP	Templates	Regular	<input type="checkbox"/>	
29	V1	TEST89	First Year Supplemental	<input type="checkbox"/>	
30	V8	test	Regular	<input type="checkbox"/>	
31	VR	Vicki Playing - Call me if you see	Regular	<input type="checkbox"/>	
32	XX	Auto Testing	Regular	<input type="checkbox"/>	
33				<input type="checkbox"/>	

Save Reset

Agency: 310 5.0.1

- C. Use the **Budget Period** combo box to select the current biennium.
- D. Add any 2-digit version code for the supplemental version to the left of **←Enter Version Here** and hit **tab**.
- E. Type in a version title for the supplemental budget version, hit **tab**.
- F. Use the combo box for **Budget Type** to select either 1st year or 2nd year supplemental and hit the **tab** key.
- G. Click **Save**.
- H. Select **File / Exit to BDS Menu**.

Lesson 1 - Step 2

Entering a New Decision Package

The supplemental budget request only requires the changes you are requesting. For this reason it is not necessary to create a current biennium extract and/or decision package. This step is to add a decision package for a maintenance or performance level line item of your supplemental request. This step takes you through entering your estimates either at the agency level or the program level.

A. Click on **Add Decision Package to my base** from the **BDS Menu** to view the following screen:

- B. Use the **Budget Period** combo box to select the current biennium.
- C. Use the **Version** combo box to select the appropriate version for this supplemental budget request.
- D. Use the **Budget Level** combo box to select the appropriate budget level for this supplemental budget request.
- E. Select a two-digit version code from the **View Decision Package Codes** list. *A title already assigned to a code indicates that code was used in this budget period. You may re-use a code if the same decision package title is desired. Alternatively, you may copy a decision package from a previous version. This is discussed in the next step.*
- F. Leave the **Package Program** combo box at **Agency Level**. *A specific package program is only used in very selective cases where agencies plan to later merge decision packages. Using this option is confusing and requires additional training. Contact the BASS Help Line for more information, 360 725-5278.*
- G. Type a title in the **Package Title** field. This is a short title used on OFM reports.

- H. If desired, type a longer descriptive title in the **Package Long Title** field. This title will be used on some internal working reports.
- I. Check the **Open decision package after save box**.
- J. Click the **Save** button.
- K. Click **Yes** after reviewing the confirmation option on the next box, then **OK** to acknowledge creation of decision package.

- L. The decision package will open to this **Package Narrative** screen for maintenance level or performance level decision packages. Current biennium or carry-forward level decision packages would open to the Expenditure Detail screen set. *(Go to step P if you entered a CB or CL level decision package.)*
- M. Enter text into each category using these steps:
 - a. Click on the category title
 - b. Type your desired text in the white box on the right
 - c. Click the **Spell Check** button to run through spell check application for this text only.
 - d. Click to select the next category title – the just typed text will be applied to the previous category.
 - e. Click **Apply** when all categories addressed.

**NOTE: You may copy from an existing document and paste to the text box by using either your right mouse button or <Ctrl-C> to copy and <Ctrl-V> to paste.*

- N. Select **File / Save Current Tab Set** from the menu bar.
- O. Select **Edit / Expenditure Detail Amounts** from the menu bar.

Steps P through U are steps to assign program codes to data entered. These steps are mandatory for agencies appropriated by program, recommended for agencies with more than one program, and unnecessary for one-program agencies.

- P. Click on the **Affected Programs** tab to view the following screen.

Decision Package Console - Package Narrative - M2-FM Facility Maintenance

File Edit View Tools Reports Help

Affected Programs | Agency Level | Program 200 |

Additions or removals of Affected Programs in this window affect the narrative text only.

Programs (including Agency Level) can be added to or removed from the Affected Programs list.

Available Programs		Affected Programs
300 - Community Correction	>	Agency Level
400 - Ci - Appropriated	>>	100 - Admin & Program Supp
500 - I made it up	<	200 - Institutional Serv
600 - Interagency Services	<<	
850 - Nonbudget Funds		
900 - Capital Programs		

Save Cancel

Agency: 310 Budget Period: 2001-03 Version: 00 Package Program: Decision Package: M2-FM 3.0.102

- Q. Double click on a program in **Available Programs** all programs affected by this decision package.
- R. Double click on "Agency Level" in **Affected Programs** to remove from this list.
- S. Click **Save**.
- T. Click **Yes** on the following message box.

Program Deletion Warning

Deleting this/these programs will result in all associated narrative data to be deleted as well.

Agency Level

Okay to delete?

Yes No

- U. Click the **Fund Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-BB Eliminate Inflation							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2003	Program 100 FY 2003	Program 200 FY 2003	Program 300 FY 2003	Program 400 FY 2003	Program 500 FY 2003
001-1	General Fund - State	-4,191,416	-197,307	-3,608,857	-297,842	-10,394	-7,000
	Total Fund 001	-4,191,416	-197,307	-3,608,857	-297,842	-10,394	-7,000
	<-- Enter Fund Here						
	Total	-4,191,416	-197,307	-3,608,857	-297,842	-10,394	-7,000
	Biennial Total	-4,191,416	-197,307	-3,608,857	-297,842	-10,394	-7,000

Note: This screen shot came from a 2nd Year Supplemental Version. There is only one column per program for the second year. Users will not be able to enter 1st year figures in 2nd Year Supplemental Versions except for Current Biennium level decision packages.

- V. Enter the appropriate fund/appropriation code combination (no dash; i.e., 0011) to the left of **<-- Enter Fund Here** and hit the tab key.
- W. Record your estimates under the appropriate year/program column.
- X. Add funds as necessary to complete the estimate.
- Y. Click anywhere on the Fund 996-Z row and select **Edit / Delete Worksheet Row** to delete.
- Z. Click on the **FTE Detail** tab.
- AA. Record your FTEs using Fund 996-Z. *Users have the option of coding the FTEs to a specific fund, however it is submitted to OFM all at one level. If you choose to code FTEs to fund, follow steps U – Y above.*
- BB. Click on the **Objects of Expenditure Detail** tab.
- CC. Enter the desired code (either object, sub-object, or sub-sub-object) to the left of **<-- Enter Object Here** and hit the tab key. *Object is not submitted electronically to OFM, however it is required on the printed Decision Package. This will print rolled-up at the object level regardless of what level was used in the entry.*
- DD. Enter estimates under the appropriate program/year columns.
- EE. Add objects as necessary to complete the estimate.
- FF. Click anywhere on the Object row X and select **Edit / Delete Worksheet Row** from the menu bar to delete.

GG. Select **File / Save Current Tab Set** to from the menu bar to save changes.

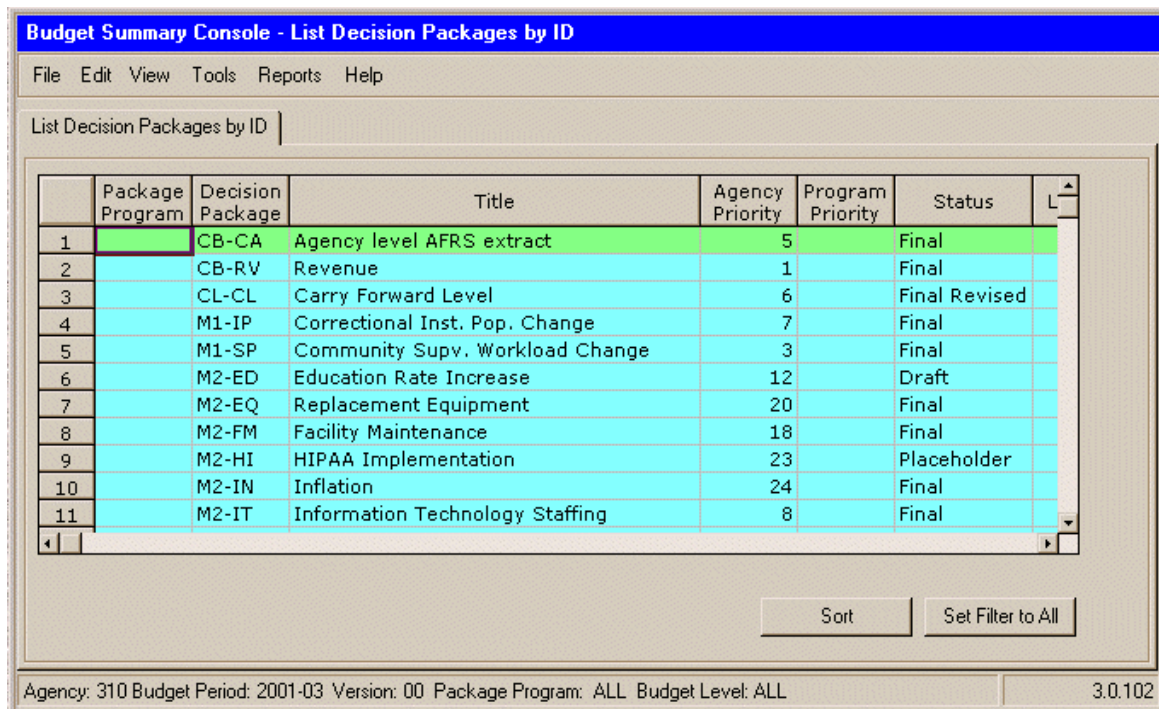
HH. Select **File / Exit to BDS Menu**.

Lesson 1 - Step 3

Copying a Decision Package from a Previous Version

Often times you may have a decision package that was submitted in the regular budget that you are re-visiting at supplemental time. Maybe it was not funded and you are submitting the request again, or maybe the estimates need to be revised. In this case it may be easier to copy the decision package from the submitted version to your supplemental version, then make the necessary changes.

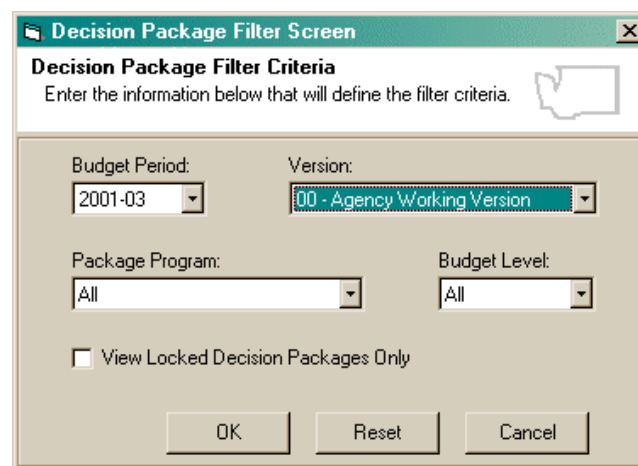
- A. Select **Update Decision Packages** from the BDS menu.



	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status
1	CB-CA	Agency level AFRS extract	5		Final	
2	CB-RV	Revenue	1		Final	
3	CL-CL	Carry Forward Level	6		Final Revised	
4	M1-IP	Correctional Inst. Pop. Change	7		Final	
5	M1-SP	Community Supv. Workload Change	3		Final	
6	M2-ED	Education Rate Increase	12		Draft	
7	M2-EQ	Replacement Equipment	20		Final	
8	M2-FM	Facility Maintenance	18		Final	
9	M2-HI	HIPAA Implementation	23		Placeholder	
10	M2-IN	Inflation	24		Final	
11	M2-IT	Information Technology Staffing	8		Final	

Agency: 310 Budget Period: 2001-03 Version: 00 Package Program: ALL Budget Level: ALL 3.0.102

- B. Select **File / Set DP Filter** from the menu bar.



Decision Package Filter Screen

Decision Package Filter Criteria
Enter the information below that will define the filter criteria.

Budget Period: 2001-03 Version: 00 - Agency Working Version

Package Program: All Budget Level: All

☐ View Locked Decision Packages Only

OK Reset Cancel

- C. Change the selections to represent the version that you wish to copy from then click **OK**.

- D. Look at the bottom of this screen to verify you are on the appropriate supplemental version. If required, use the **File / Set DP Filter** option to view the correct version.
- E. Find the decision package you wish to copy in the list and click on the row once to highlight.
- F. With this decision package highlighted, select **File / Save As** to bring up the following screen

Copy Decision Package

New Decision Package
Enter the information below that will define the decision package that the data will be copied to.

Budget Period: 2001-03
Version: 10 - Program 100 Working
Budget Level: M2 - Inflation and Other Rate Chan

Decision Package Code: M2FK

View Decision Package Codes
☐ Used for this Version
☒ Available for this Version
 FK
 FM - Facility Maintenance
 FN
 FP
 FQ
 FR
 * indicates reusable codes

Package Program: Agency Level
 Package Title: Population Adjustment
 Package Long Title:

☒ Open this decision package after Save. Decision package filter will be modified.
☒ Include Data ☒ Include Text ☐ Reverse Signs

Save Cancel

- G. Select the appropriate Budget Period, Version, Budget Level, and decision package code to save this decision package to. *Does not have to be a mirror of the original.*

Important note: *If you copy a regular or 1st year supplemental version to a 2nd year supplemental version, the first year amounts will be removed from the data.*

- H. Select **Package Program Agency Level**. *If the copy from is a package program Agency Level, then this option will be selected and you will not be able to change it.*
- I. If this is the first time using the decision package code you will need to type in a **Package Title** otherwise it will use the previously assigned title.
- J. Make sure **Open this decision package after save**, **Include Data**, and **Include Text** are checked or click on the box to check, then click **Save**.
- K. Click **Yes** after reviewing the confirmation option on the next box, then **OK** to acknowledge creation of decision package.
- L. This will open the decision package to the narrative screen (unless saved as a CB or CL level package. These open directly to the Expenditure Detail function. Skip to step O.).
- M. Review and make changes as necessary.

- N. Select **File / Save Current Tab Set** from the menu bar.
- O. Select **Edit / Expenditure Detail Amounts** from the menu bar.
- P. Review and make changes as necessary to the Fund, FTE, and Object tabs.
- Q. Select **File / Save Current Tab Set** from the menu bar.
- R. Select **File / Exit to BDS Menu** from the menu bar.

Lesson 1 - Step 4

Entering/Updating Performance Measures

Your agency supplemental budget request will likely result in changes to performance measures. OFM expects that performance level decision packages will result in performance measure changes. Although a new B-11 is not required, you will need to indicate these changes on the printed Decision Package. The following steps will assist you in recording your performance measure assumptions.

- A. Select **Update decision packages** from the BDS menu.

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status
1		CB-CA	Agency level AFRS extract	5		Final
2		CB-RV	Revenue	1		Final
3		CL-CL	Carry Forward Level	6		Final Revised
4		M1-IP	Correctional Inst. Pop. Change	7		Final
5		M1-SP	Community Supv. Workload Change	3		Final
6		M2-ED	Education Rate Increase	12		Draft
7		M2-EQ	Replacement Equipment	20		Final
8		M2-FM	Facility Maintenance	18		Final
9		M2-HI	HIPAA Implementation	23		Placeholder
10		M2-IN	Inflation	24		Final
11		M2-IT	Information Technology Staffing	8		Final

Sort Set Filter to All

Agency: 310 Budget Period: 2001-03 Version: 00 Package Program: ALL Budget Level: ALL 3.0.102

- B. Look at the bottom of this screen to verify you are on the appropriate supplemental version. If required, use the **File / Set DP Filter** option to view the correct version.
- C. Click once to select the desired decision package to add performance measure data to.
- D. Select **Edit / Performance Measures** to go to the next screen.

Decision Package Console - Performance Measures - M2-HI HIPAA Implementation

File Edit View Tools Reports Help

Goals | Performance Measure Detail | Performance Measure Notes

Supported	Program	Goal Title
<input type="checkbox"/>		A00 - Provide Control and Interventions
<input type="checkbox"/>		B00 - Hold Offenders Accountable
<input type="checkbox"/>		C00 - Develop Programs Based on Research
<input type="checkbox"/>		D00 - Manage Resources Efficiently
<input checked="" type="checkbox"/>		E00 - Recruit and Retain Professional Staff
<input checked="" type="checkbox"/>		F00 - Quality Improvement
<input type="checkbox"/>		G00 - Safe and Secure Environment
<input type="checkbox"/>		J00 - Resources directed to high-risk offenders
<input type="checkbox"/>		K00 - Positive impacts on offender behavior through inte
<input type="checkbox"/>		L00 - Offenders who are law-abiding and accountable to
<input type="checkbox"/>		M00 - Management of the offenders under the Departm
<input type="checkbox"/>		N00 - Sufficient Organizational infrastructure

Apply Reset

Agency: 310 Budget Period: 2001-03 Version: 00 Package Program: Decision Package: M2-HI 3.0.102

- E. Determine which goals this decision package supports and click in the box under **Supported** to mark the goal.
- F. Click the **Apply** button to save these changes. *Note that the goal(s) you selected are now filtered to the top of the list.*
- G. Click the **Performance Measure Detail** tab.

Decision Package Console - Performance Measures - M2-HI HIPAA Implementation

File Edit View Tools Reports Help

Goals | Performance Measure Detail | Performance Measure Notes

	Impacted	Program	Goal Title	PM Type	Performance Title	Incremental Change FY1	Incremental Change FY2
	<input checked="" type="checkbox"/>		A00 - Provide Control and Interv Outcome	a10	Reduce escape rate	-2	-5
	<input checked="" type="checkbox"/>		A00 - Provide Control and Interv Output	A11	Average Daily Population	-10%	-20%
	<input type="checkbox"/>		A00 - Provide Control and Interv Outcome	A12	Number of escapes per 1,		
	<input type="checkbox"/>		A00 - Provide Control and Interv Outcome	A13	Escapes from medium cus		
	<input type="checkbox"/>		A00 - Provide Control and Interv Outcome	A20	Reduce LSI-R Scores		
	<input type="checkbox"/>		A00 - Provide Control and Interv Outcome	A30	Increase the percentage o		
	<input type="checkbox"/>		A00 - Provide Control and Interv Output	A32	Total number of offenders		
	<input type="checkbox"/>		A00 - Provide Control and Interv Output	A33	Total community supervisi		
	<input type="checkbox"/>		A00 - Provide Control and Interv Output	A40	Increase percent of sex of		
	<input type="checkbox"/>		B00 - Hold Offenders Accountal Output	B10	Number of offenders who		
	<input type="checkbox"/>		B00 - Hold Offenders Accountal Output	B20	Total number of work hou		
	<input type="checkbox"/>		B00 - Hold Offenders Accountal Outcome	B30	Increas victim and witness		

Apply Reset

Agency: 310 Budget Period: 2001-03 Version: 00 Package Program: Decision Package: M2-HI 3.0.102

- H. Check the box under **Impacted** for each performance measure that is impacted by this decision package.

- I. Click **Apply** to save. *Note that the "impacted" performance measures are now filtered to the top of the list.*
- J. Record the appropriate incremental changes to each impacted performance measures.
- K. Click **Apply** to save.
- L. Select **View / List Decision Package by ID** to return to the list of decision packages.
- M. Open and update each decision package requiring performance measure information.
- N. Select **File / Exit to BDS Menu** when all decision packages are updated.

Lesson 1 - Step 5

Verify Data to be Released to OFM

BDS will check to verify that certain data is in order prior to allowing you to release your supplemental budget. This step will walk you through the steps of verifying the data. Appendix 1 will cover the various error messages and their respective remedies. There are two levels of errors checked for in this verification process. Warnings are errors that may raise flags with your OFM budget analyst, but will not prevent you from releasing your data. Critical errors must be resolved before you will be able to release your data.

- A. Select **Verify Data to be Released to OFM** from the BDS menu
- B. Select **BDS Budget Data**.

Pre-Release BDS Budget Data
Make your selections below.

Budget Period: 2001-03 Budget Type: First Year Supplemental

Version: SU - Supplemental Budget Agency Level

Package Program: ALL

Decision Package: ALL

OK Cancel

- C. Verify that the budget period selected in the dropdown box is **2001-03**.
- D. Use the **Budget Type** combo box to select the appropriate supplemental budget type.
- E. Use the **Version** selection dropdown box to select the desired supplemental version for release
- F. Use the Program selection dropdown box to select **All** programs.
- G. Use the **Decision Package** combo box to select **All** decision packages.
- H. Click **OK** to run the pre-release edit report.
- I. Click **Return** to return to the BDS menu.

Lesson 1 - Step 6

Supplemental Budget Reporting

Your supplemental maintenance and performance level decision packages will be electronically submitted to OFM when you release data. OFM still requires hard copies of the decision packages and recommendation summary report. You will first have to update the status of your decision packages from the default status of **Draft**. Please see the supplemental budget instructions additional information on reporting requirements.

A. Select **Other budget management options / Decision Package Control** from the **BDS Menu**.

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Lock
1		CB-CA	Agency level AFRS extract	5		Final	<input type="checkbox"/>
2		CB-RV	Revenue	1		Final	<input type="checkbox"/>
3		CL-CL	Carry Forward Level	6		Final Revised	<input type="checkbox"/>
4		M1-IP	Correctional Inst. Pop. Change	7		Final	<input type="checkbox"/>
5		M1-SP	Community Supv. Workload Change	3		Final	<input type="checkbox"/>
6		M2-ED	Education Rate Increase	12		Draft	<input type="checkbox"/>
7		M2-EQ	Replacement Equipment	20		Final	<input type="checkbox"/>
8		M2-FM	Facility Maintenance	18		Final	<input type="checkbox"/>
9		M2-HI	HIPAA Implementation	23		Placeholder	<input type="checkbox"/>
10		M2-IN	Inflation	24		Final	<input type="checkbox"/>
11		M2-IT	Information Technology Staffing	8		Final	<input type="checkbox"/>

Agency: 310 Budget Period: 2001-03 Version: 00 Package Program: ALL Budget Level: ALL 3.0.102

- B. Verify at the bottom of this screen that the version viewed is the same as your supplemental budget version to be printed.
- C. For each decision package to be printed (or all decision packages) use the combo box in the **Status** column to select either **Final** or the blank option. *Whatever option is selected here will print on the Decision Package report.*
- D. Click **Save** to save these changes.
- E. Click a row once to select the first decision package to be printed.
- F. Select **Reports / OFM Reports / Decision Package**. *If your agency is appropriated by program, use the Decision Package Program Detail report.*
- G. Select **No** for **Do you want this formatted for word?**
- H. Click the printer icon to print the report.
- I. Click **Return** to return to the **List Decision Package by ID** screen.

- J. Repeat for each required decision package.
- K. From the **List Decision Package by ID** screen, select **Reports / OFM Reports / Recommendation Summary**.
- L. Select the appropriate program level for printing your decision package. Agencies appropriated by program should select **All Programs at the Program Level**. Click **OK** when selected.
- M. Print the report then click **Return** to return to the previous screen.
- N. Review reports for accuracy.
- O. When satisfied with your supplemental budget data and reports select **File / Exit to Main Menu**.

Lesson 1 - Step 7

Releasing Data to OFM

BASS Main Menu

You must submit your data to OFM for the budget division to transmit the data to OFM Budget Division Systems (i.e., WinSum). This release always takes place from the Release Data to OFM function from the BASS main menu. As added security, authorization of releasing data is granted separately from the respective BASS subsystems themselves. You may need to refer to an Agency Access Report to find who in your agency has authorization to electronically release BDS data for your agency. Only maintenance level and performance level decision packages are transmitted to OFM electronically.

- A. Select **Release Data to OFM** icon from the BASS Main Menu.
- B. Select the **BDS** tab.

Agency: Department of Corrections

PMTES - Tracking | PMTES - Budget | **BDS** | BDS - Gov's Recast | CBS

Release Budget Data to OFM

Budget Period: 2001-03 | Budget Type: S1 - 1st Year Supplemental | Version: SU - Supplemental Budget Agency Le

☒ Include Narrative, Fund, FTE and Revenue.

Package Program: All Programs

Decision Package: All Decision Packages

☐ Include Working Capital. | ☐ Delete Previous Submittal Data for Entire Agency.

Release

- C. Select the **Budget Period** for the data release.
- D. Select the **Budget Type** for the 1st year or 2nd year supplemental budget being released.
- E. Select the **Version** to be released. (*Versions containing only CB or CL level decision packages will not be displayed*).
- F. The **Include Narrative, Fund, FTE, and Revenue** should default to checked for supplemental version, if not click to check the box.
- G. Select **All Programs** for the program to be released. *It is recommended that you always choose All Programs to reduce the risk of inadvertently deleting data for a program that was previously submitted in a separate release.*
- H. Select **All Decision Packages** from the decision package combo box.

- I. Click **Release** to submit the data to OFM.
- J. The next screen will give you a message indicating whether the data was released or if critical errors were found. If critical errors were found click **Generate Report** and refer to Appendix I for solutions.
- K. If data was released, click on the **← Previous** button in the upper right hand corner of the screen.
- L. Select the **Reports** button in the upper right hand corner of the screen

Agency: Department of Corrections

System: Operating Budget Submittal (BDS)

Budget Period: 2001-03

Report Start Date: 08/09/2001

Report End Date: 08/09/2001

Generate Report

- M. Select **Operating Budget Submittal (BDS)**.
- N. Select the appropriate budget period.
- O. Select a report **Start Date** and **End Date** you wish to view submitted versions for.
- P. Click Generate Report.
- Q. After reviewing or printing the report click **Return** to close the report screen.
- R. Click **Logout** in the upper right hand corner of the screen.

Congratulations!!! You have completed submitting your Supplemental Budget Data!!

Appendix I – Pre-Release Error Messages

- Fund code 'XXX' in the Fund Detail grid is not a valid fund
 - An invalid fund exists in the Fund Detail worksheet for this decision package. Even if the amount is zero, the fund must be deleted from the worksheet. Click on any cell in the row and select **Edit / Delete Worksheet Row**.
 - ◆ Please note that in addition to non-defined funds, 406, 427, 428, 239, and 996 are not allowed.
- Appropriation type 'X' in the FUND Detail Worksheet is not a valid appropriation type
 - An invalid appropriation type exists in the Fund Detail worksheet for this decision package. Even if the amount is zero, the fund must be deleted from the worksheet. Click on any cell in the row and select **Edit / Delete Worksheet Row**.
 - ◆ Please note that in addition to non-defined appropriation codes\ 3, 4, and 9 are not allowed.
- Fund 'XXX' Appropriation type 'X' in the Fund Detail Worksheet is not a valid fund and appropriation type combination.
 - The system will verify that fund/appropriation type combinations are valid by agency. Even if the amount is zero, the fund must be deleted from the worksheet. Click on any cell in the row and select **Edit / Delete Worksheet Row**.
 - ◆ For example, fund 001-General Fund cannot be combined with appropriation type 6-Non-Appropriated.
- Fund in the Fund Detail Worksheet is not a valid use of this fund code. (State, Federal, Private/Local)
 - The system will verify that funds included in the submittal version are active and valid for this submittal.
 - ◆ For example, funds 996, 406, 427 are not valid.
- Program Code 'XXX' is not a valid program in the OFMs statewide programs table. Please contact your OFM analyst.
 - The OFM Budget Division's systems will not recognize the program (or sub-program) code unless it is entered by OFM. By calling, staff can enter the program into the proper titles table and resolve potential conflicts prior to releasing the data.
 - ◆ DSHS is required to submit at the sub-program/budget unit level for programs 020, 030, and 040.
- No program code found for data in the Fund Detail Worksheet. Run an OFM Recommendation Summary, 'All Programs at the Program Level' for a listing of decision packages where program is <blank>.
 - You must have a program defined in each column of the worksheets. An agency level column does not have any coding for program or otherwise associated with it. Use the Affected Programs tab to establish a program level column. See page 12 for more information.
 - ◆ DSHS is required to submit at the sub-program/budget unit level.

- Fund XXX-X for fiscal year 200X with amount of \$X,XX does not exist in the OFM version.
 - BDS will verify that the data you have entered into BDS matches the data in their internal systems. We can only verify that data at the level of appropriation. Use VRS recommendation summary reports and BDS OFM recommendation summary reports to find discrepancies.
- Recommendation Summary Text required at the Agency Level
 - Recommendation summary text is required at the agency level for all agencies except DSHS, DOT, and OSPI. You have likely used the "Affected Programs" narrative tab to enter your text. You may use the "Affected Programs" narrative tab to add an affected program of Agency Level then copy the text to Agency Level. If the decision package was entered as a "Package Program" program specific decision package, it will be necessary to save as a "Package Program" agency level decision package, then open up the narrative screen of the saved decision package to add agency level to affected programs. In this case, delete your original decision package.

Appendix II – Budget Type Differences

Screen/Report	1st Year Supplemental	2nd Year Supplemental
Working Capital	Screen Disabled	Screen Disabled
Exp Detail Worksheets	Same	Amounts all zero in the 1 st fiscal year (exception CB). No data will be copied to or stored in the 1 st fiscal year. Users will not be able to enter data in the first fiscal year.
Exp Detail Worksheets	Same	Viewing of 1 st year columns will be disabled from worksheets.
FTE Detail Annual Average	Same	Row hidden, only the 2 nd year total will be displayed.
Reports with Annual Average FTE	Same	Label will show "FY2 Total" and only the 2 nd year total will be displayed
Recommendation Summary	Current Biennium line reflects current biennium is same as budget period	Current Biennium line reflects current biennium is same as budget period
BDS-BRS Reports	Same	If any version is a 2 nd year supplemental version, Annual Average FTE line will be asterisked and a report footnote will read "disregard annual average FTEs for 2 nd year supplemental versions".

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Tutorial Evaluation Supplemental Budget

	Strongly Disagree			Strongly Agree	
This tutorial was helpful in getting me through the business processes	1	2	3	4	5
This tutorial was helpful in getting me through the system's technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business processes	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is: _____

The worst feature of this tutorial is: _____

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

Other comments: _____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

Office of Financial Management
Attn: Vicki Rummig
Mailstop: 43115
Olympia, WA 98504
Or fax 360 586-3964